

**VA POLICE OFFICER PRE-EMPLOYMENT SCREENING CHECKLIST***(MP-5, Part I, Chapter 300, Paragraph 5; and VHA, MP-1, Part I, Chapter 2, Paragraph 11b)*

<b>FBI ORI.</b>											<b>FACILITY LOCATION</b>
<b>PART I - APPLICANT</b>											
A. LAST NAME, FIRST NAME, MIDDLE INITIAL						B. SOCIAL SECURITY NO.			C. DATE OF BIRTH		D. SEX
<b>PART II - ARREST RECORD CHECKS AND CERTIFICATION - BY POLICE AND SECURITY UNIT CHIEF (Purpose Code: Criminal Justice Employment)</b>											
A. CHECK OF CRIMINAL RECORD REPOSITORY						B. CHECK OF F.B.I. NATIONAL CRIME INFORMATION CENTER					
<input type="checkbox"/> NO RECORD <input type="checkbox"/> RECORD (Attach explanation of charges and disposition)						STATE CHECKED <input type="checkbox"/> NO RECORD <input type="checkbox"/> RECORD (Attach explanation of charges and disposition)					
<b>CERTIFICATION:</b> I have reviewed the application and the above candidate has the type of experience that provided the knowledges, skills, and abilities to successfully perform the duties of a VA police officer.											
SIGNATURE OF CHIEF, POLICE AND SECURITY									DATE		
<b>PART III - TELEPHONE CHECKS (Human Resources Management)</b>											
<b>INSTRUCTIONS:</b> Determine quality of work history for all employment within the past 5 years. Verify all employment used for qualification regardless of age.											
	<b>A</b>			<b>B</b>			<b>C</b>				
1. NAME OF EMPLOYER											
2. NAME AND TITLE OF CONTACT											
3. DID APPLICANT'S DUTIES INCLUDE PROTECTION OF PERSONS &											
4. INCLUSIVE DATES OF EMPLOYMENT											
5. NUMBER OF HOURS PER WEEK											
6. WAS APPLICANT'S QUALITY OF WORK SATISFACTORY?											
7. WAS APPLICANT'S HONESTY AND CHARACTER SATISFACTORY?											
8. APPLICANT'S REASON FOR LEAVING											
9. WOULD YOU REHIRE APPLICANT?											
SIGNATURE AND TITLE OF INQUIRER									DATE		
<b>PART IV - BASIS FOR QUALIFICATION AND CERTIFICATION (Human Resources Management)</b>											
<input type="checkbox"/> ACCEPTABLE JOB EXPERIENCE MEETING GS-083 MINIMUM QUALIFICATION REQUIREMENTS.											
<input type="checkbox"/> ACCEPTABLE SUBSTITUTE EDUCATION EVIDENCED BY TRANSCRIPT COPY.											
<input type="checkbox"/> _____ YEARS ACTIVE MILITARY SERVICE IN THE QUALIFYING SPECIALTY OF:											
ARMY: <input type="checkbox"/> 95B <input type="checkbox"/> 95C <input type="checkbox"/> 95D <input type="checkbox"/> 31A											
MARINE CORPS: <input type="checkbox"/> 5803 <input type="checkbox"/> 5805 <input type="checkbox"/> 5811 <input type="checkbox"/> 5812 <input type="checkbox"/> 5813 <input type="checkbox"/> 5814 <input type="checkbox"/> 5821											
AIR FORCE: <input type="checkbox"/> 08111-114 <input type="checkbox"/> 81110 <input type="checkbox"/> 81170 <input type="checkbox"/> 81172 <input type="checkbox"/> 81130 <input type="checkbox"/> 81150 <input type="checkbox"/> 81112 <input type="checkbox"/> 81132 <input type="checkbox"/> 81152 <input type="checkbox"/> 81199											
Military service in the above checked specialty verified by review of DD Form 214, Certificate of Release or Discharge from Active Duty or other official document. (if other specify: _____)											
<b>CERTIFICATION:</b> Human Resources Management Service certifies that the applicant is suitable and meets current qualification standards for the GS-083 Police Officer series. Telephone interviews have been satisfactorily completed and documented in Part III of this form.											
SIGNATURE AND TITLE OF VERIFIER									DATE		

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